

City Council Work Session

**7:30 p.m.
Wednesday
January 15, 2014**

**Community Center
Multipurpose Room**

Council Goals Discussion

- A. Discussion of what you heard during 2013 election and goals for 2014 and 2015.**
- B. Discussion of:**
 - 1. Current Visioning Goals**
 - 2. FY 2014 Management Objectives (MBOs)**
 - 3. Prioritizing Council Action Requests (CAR)**

ISSUES—2013 CAMPAIGN — *J Davis*

These comments were taken from my notes during doorknocking and also from the responses to my donation request letter which asked what were the concerns and issues folks had.

Crime:

- In Greenbelt East--1

- In Historic Greenbelt--1

- Crime prevention—Support Community Center and other rec centers to provide programs for teens, especially in Franklin Park

Maintain status quo

- Roosevelt Center—concern over its condition

Development:

- Metro—2

- Curbing development to slow climate change

- FBI--Need for a task force to coordinate efforts to attract FBI

- Quality development

Organic land care standards

- Area behind Greenhill along the valley stream pathway used to be mowed; now the area is full of weeds, invasives

Traffic concerns:

- Need for a red light camera at the N Bound exit of the Beltway/Kenilworth
(2-3 cars run the red light per light change)

- Speeding on city streets

Economy

- Fiscal responsibility

- Increase the tax base

More diversity—minorities, religions

- Attract younger families

Landlord/Tenant code and rental permits/licenses (enforcement and new legislation)

Greenbelt movie theater

- Renovation costs seem too high, watch carefully

Greenbelt area schools

- Maintain quality of ERHS and GMS

Outreach/Communication to citizens

- Educate new residents to the social values of traditional Greenbelt (cooperation)

- More involvement with Greenbelt East and West

- More openness by putting all documents in an accessible format (not pdf), use the Cloud; IT is woefully behind the times

Customer Service—train/retrain the employees who deal with the public to present a more helpful attitude, especially the older ones who appear to be very weary of dealing with people

Greenbelt Lake—improve condition

Forestway—needs curbs!

Transportation

 Sunday bus service

 Sunday Metro Access has been curtailed—pick-up will only be from Beltway

 Plaza

Emergency Preparedness

 Sirens for tornado warnings

Environmental concerns/suggestions

 Install an electric vehicle charger

 Install solar panels

Library—Noise from HVAC on the roof

Walkways, Sidewalks—a crosswalk, walkway is needed across from the Museum

A Few Comments from the 2013 Campaign

When I asked people if they had any concerns or issues, they generally thought a bit and they said no, they were happy to be living in Greenbelt. Many people thanked Council for all the work we do. Residents on Craddock Road and Mandan Road were very pleased with the Greenbelt police. It was heartwarming that when people did have a concern it was usually about their fellow citizens.

I have already passed on the following concerns to city staff.

- The ground under the bench at the dog park is muddy; why isn't there some sort of cover? There used to be stones.
- There is one particularly aggressive dog that comes to the park. Can it be banned?
- The abandoned houses on Greenhill and Greenknolls need to be fixed.
- The bridges across the Greenhill stream at the end of the walking paths at Greendale and Greenway in Lakewood are not handicapped accessible. They are very nice metal bridges but they are not wide enough for a wheelchair.
- Two citizens on Lastner Lane are concerned about traffic. Specifically at 225 the curve in the road creates a blind spot especially if cars are parked there. Another homeowner said cars had been hit and the road was not wide enough if two buses were on the street at the same time.
- Citizen on Greendale thinks the street is too dark and unsafe now that the light poles have been raised. It seems the leaves on the trees are blocking light.

Other concerns raised were:

- The Bradford Pear trees are dangerous. Resident on Kara Court would like them removed.
- Speeding continues to be a concern. It was also mentioned on Megan Lane.
- A resident on Craddock Lane requested sound barriers.
- There is not a clear understanding of the county and city taxes – their relationship and the tax differential.
- We need to do something about roadside trash. The state spends about \$5 million a year picking it up. Can ACE sponsor a program to explain to children the importance of not throwing trash on the ground?
- Since the lights have been put on the tennis courts, there is often noise from them. Can the use of the lights be limited on week/school nights to before 10 pm so that children and adults who need to get to sleep early can do so?
- Can we get the siren back on the firehouse to alert us to emergencies?
- The intersection of Lakecrest and Greenbelt Road by the Legion is problematic. Can we get a cut on Greenbelt Road in front of the Legion?
- Drivers aren't stopping at the stop signs at Southway and Crescent. This is particularly a problem when children are waiting and rushing to catch the school bus there.
- Are city employees getting better benefits than federal government employees? If so, this is not fair.

We also need to educate people about our services particularly the new citizens we will soon welcome.

Leta Mach

City of Greenbelt, Maryland

Memorandum

To: City Council
From: Michael McLaughlin, City Manager *mm*
Date: January 9, 2014
Re: Updated Visioning Goals – Working document to be sent to Contribution Groups – not finalized

1. Enhance Sense of Community

Since its beginning in 1937, Greenbelt has benefited from a strong sense of community. The presence of an active and involved citizenry, citizen-oriented cooperatives and the design of the community all contributed to the strong sense of community that exists today. It is important to nurture this sense of community throughout all of Greenbelt for it to remain a special place to live, work, and play.

- Identify programs and practices to connect the East, Center and West sectors of the City
- Continue to tell the Greenbelt story
- Expand communication with residents

2. Promote Economic Development and Sustainability

Businesses contribute to Greenbelt's vitality. The City should promote economic development to maintain it as a thriving place.

- Become more involved in the business community
- Define an economic development strategy and corresponding role for the City
- Manage development of the Greenbelt Station North and South Core areas

3. Improve Transportation Opportunities

Transportation within a community and easy accessibility to it are keys to creating and maintaining a livable community.

- Develop Complete Streets construction standards for implementation with road resurfacing and reconstruction projects
- Maximize available transit resources to provide efficient service throughout Greenbelt
- Implement recommendations from the Pedestrian and Bicycle Master Plan

4. Maintain Greenbelt as an Environmentally Proactive Community

We are all stewards of the environment. Greenbelt, as a community, must do its share to minimize its impact on the environment.

- Implement the sustainability framework developed by the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES)
- Meet or exceed the Climate Change goals of the State of Maryland and the Council of Governments for 2012, 2020 and 2050.
- Encourage all residents, commercial and residential to recycle

5. Improve and Enhance Public Safety

A safe community makes for a place where people want to live, work, learn, and play.

- Engage public involvement throughout all of Greenbelt through regular outreach, crime watch programs, and other programs
- Make neighborhoods safer by calming traffic and enforcing appropriate motorist behavior
- Protect Greenbelt's legacy as a livable community through enforcement of livability rules and regulations

6. Preserve Greenbelt's Legacy as a Planned Community

Greenbelt is an important part of this country's history and a model for community planning. It is vital that it continue to thrive for future generations.

- Focus on remaining an affordable community
- Protect, expand and maintain green space throughout the City
- Protect and promote Greenbelt's history

7. Promote Quality of Life Programs for All Citizens

An integral part of maintaining the legacy of Greenbelt is the ability of the community to enrich the lives of all of its residents – adults, seniors, youth and those with special needs.

- Promote community festivals such as the Green Man and Labor Day festivals to bring the community together
- Offer programs to support residents in their daily lives
- Foster educational excellence in Greenbelt schools
- Provide recreational activities for all residents including adult, senior, youth and special needs populations which are fun, promote lifelong learning and wellness, and enrich social and cultural experience.

8. Provide Excellent Constituent Service

Greenbelt citizens are served by many agencies in their daily lives, from government to utilities to communications companies. When problems arise, city assistance may be needed to "cut through" the bureaucracy.

- Facilitate problem solving for residents
- Meet on a regular basis with agencies to maintain open lines of communication
- Advocate for fair and reasonable services and fees

CITY MANAGER

MANAGEMENT OBJECTIVES AND GOALS

FY 2014

MANAGEMENT OBJECTIVES/GOALS - FY 2014

| Management Objective(s) | U M | M | A P | Comments |
|--|--------|---|--------|-------------------------------|
| CITY COUNCIL | | | | |
| Set policy and direction for the city in accord with Council's goals. | | | | SP, KH |
| Represent the city's interests with federal, state and regional agencies. | | | | |
| Meet regularly with major "stakeholders" in the city. | | | | SP |
| Support County efforts to bring FBI to Greenbelt Metro. | | | | EP,LM, JD, KH |
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| ADMINISTRATION | | | | |
| Manage city through difficult economic climate while maintaining quality services. | | | | JD, SP, LM, |
| Implement Council's goals and policies as identified in this document and in the Visioning document. | | | | SP, LM |
| Implement recommendations from the Organizational Assessment. | | | | LM ,JD, SP, EJ, KH, EP |
| Implement recommendations of the economic development consultant's study. | | | | JD, SP, EJ, KH, LM, EP |
| Monitor legislative proposals at the county, state and federal level that can impact Greenbelt. | | | | KH |
| Manage the city's Community Development Block Grant and Community Parks and Playgrounds grants. | | | | |
| Develop a recommendation on use of electronic filing and record keeping. | | | | EP |
| Conduct business networking events. | | | | SP, EJ |
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| FINANCE | | | | |
| Provide high quality city services in a cost effective manner. | | | | SP |
| Refinance the city's unfunded liability in retirement costs. | | | | |
| Explore re-establishing a tax-deferred health savings plan. | | | | EJ |
| Organize and host the annual health fair. | | | | |
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| INFORMATION TECHNOLOGY | | | | |
| Support the Public Information Office in implementing and utilizing the capabilities of the new website. | | | | |
| Assist the Human Resources Office and departments in implementing an automated “time clock” system. | | | | |
| Upgrade the operating system of the city’s computer network from Windows XP to Windows 7. | | | | KH |
| With Public Works, assist in the installation of a software program to manage and maintain city buildings and building systems. | | | | |
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| PUBLIC INFORMATION | | | | |
| Review the city’s various communication tools and potential for consolidation. | | | | RR |
| Participate in the negotiation of the cable franchise with Comcast. This will be done jointly for the County and municipalities. | | | | EP,EJ |
| In conjunction with Civic Plus, implement a new website with citizen service request tracking capabilities, agenda preparation tools and a citizen notification system. | | | | EP, JD, SP, LM |
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| GREENBELT MUSEUM | | | | |
| Plan and implement programming in conjunction with current exhibition, <i>Greenbelt: The First 75 Years, 1937 – 2012</i> . | | | | |
| Process those portions of the Museum collection that have not yet been accessioned. Reorganize and rehouse items in the collection as needed. Change and reinstall exhibition of furnishings at the Museum house. | | | | |
| Establish and administer the new Dorothy Sucher Memorial Internship. | | | | |
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| PLANNING | | | | |
| Implement recommendations from pedestrian-bicycle master plan. | | | | JD, SP, EJ, KH, LM, EP,RR |
| Complete Safe Routes to School project on Springhill Drive. | | | | EP, EJ, KH, LM |
| Manage development review of Greenbelt Station South Core. | | | | LM |
| Develop standards for “green/complete” streets. | | | | |
| Work on becoming a Sustainable Community through the Maryland Department of Planning. | | | | JD, KH, LM |

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| Undertake and complete renovations of Greenbelt Theater. | | | | | SP,JD, EJ,KH,LM, EP |
| Continue engineering for Greenbelt Lake and pursue grant funding. | | | | | SP |
| Implement findings of bus accessibility study. | | | | | JD |
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| COMMUNITY DEVELOPMENT | | | | | |
| Inspect at least 25% of all rental units, so that every unit is inspected at least once every four years. | | | | | SP, KH |
| Pursue businesses and property owners who are delinquent in permits and licenses. | | | | | |
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| ANIMAL CONTROL | | | | | |
| Pursue grants for support of the trap/neuter/release program. | | | | | RR |
| Aggressively prosecute animal cruelty and neglect cases. | | | | | RR |
| Develop formal process to recognize volunteer contributions. | | | | | |
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| POLICE | | | | | |
| Prepare for the transition/retirement of long-term employees. | | | | | SP |
| Study the possible implementation of body cameras. | | | | | |
| Engage public involvement through a regular outreach and crime watch program. | | | | | JD, LM |
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| PUBLIC WORKS ADMINISTRATION | | | | | |
| Manage and reduce the city's energy consumption in line with state and COG goals (10% lower than 2005 level by 2012, 20% by 2020 and 80% by 2050). Through calendar year 2012, the city's carbon footprint had been reduced 55%. | | | | | |
| Reduce city energy consumption by fifteen (15) percent by 2015. Consumption was 13% lower in 2012, compared to 2005. | | | | | RR |
| Support the Green ACES in implementing its Sustainability Master Plan for the City and in pursuit of becoming Sustainable Maryland Certified. | | | | | JD, EJ, |
| Develop a database on the equipment and maintenance of city facilities. | | | | | |
| Develop a web-based work request reporting system. | | | | | EJ |
| Provide opportunities for Public Works staff to stay current on issues and codes related to their fields of expertise. | | | | | SP |

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| MULTI-PURPOSE EQUIPMENT | | | | |
| Look for opportunities to incorporate alternative fuels into the fleet. A hybrid vehicle is proposed in the Replacement Fund. | | | | EP, KH |
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| GREENBELT CONNECTION | | | | |
| Provide high quality, reliable and responsive service to the Greenbelt community. | | | | RR |
| Participate in the annual meeting of city seniors to answer questions, provide information and to hear their concerns in an effort to enhance the quality of transportation service. | | | | |
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| TRAFFIC CONTROL | | | | |
| Check every centerline, crosswalk, stop line and other street markings annually to ensure appropriate safety levels. | | | | |
| Upgrade traffic control signs in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) by 2018. | | | | |
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| STREET MAINTENANCE | | | | |
| Using Capital Projects funds, resurface a portion of Southway, a portion of Ridge Road between Lastner and Research and Eastway. | | | | |
| Conduct an annual survey of street and sidewalk conditions. | | | | RR |
| Review weather emergency road clearing practices and strategies. | | | | |
| Repair and upgrade walking paths when they become deficient. | | | | |
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| FOUR CITIES STREET CLEANING | | | | |
| Provide high quality street cleaning service to the Four Cities Coalition. | | | | |
| Sweep all City streets a minimum of six times per year. | | | | |
| Meet semi-annually with the other communities to review operations and potential efficiencies. | | | | |
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| WASTE COLLECTION | | | | |
| Increase the amount of waste stream which is recycled to 63% by 2015. The City reached its goal of recycling 55% in FY 2009, two years ahead of schedule. It reached 61% in FY 2011, also two years ahead of schedule. | | | | RR |

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| Promote recycling to customers and the community to expand knowledge and participation of recycling. | | | | |
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| ROOSEVELT CENTER | | | | |
| Maintain the Center as an attractive gathering place and as a focal point of outdoor festivals and music. | | | | EP, LM |
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| PARKS | | | | |
| Upgrade playground in Greenspring Park, if Community Parks and Playgrounds Grant is approved (\$81,911). | | | | EP, RR |
| Begin to implement the recommendations of the Tree Master Plan/Remnant Woods Evaluation. | | | | |
| Conduct a National Public Lands Day activity to support the city's green ecosystem. The likely location is Schrom Hills Park. | | | | |
| Conduct an Earth Day event to improve the natural environment involving the community. The likely location is the Springhill Lake Recreation Center. | | | | |
| Develop and implement master renovation plans for Buddy Attick Park and Schrom Hills Park. | | | | JD |
| Conduct a ball field demand analysis. | | | | KH |
| Partner with Chesapeake Education Arts and Research Society (CHEARS) for a second year of sharing a Volunteer Maryland Coordinator. | | | | |
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| CARES | | | | |
| Provide quality individual, family and group counseling services to Greenbelt residents and those in surrounding areas within Prince George's County. | | | | LM |
| Continue to identify Evidence Based Practice models that will benefit clients and enhance our ability to serve them effectively. | | | | |
| Work with the Maryland Association of Youth Services Bureaus in offering statewide trainings for such models to reduce training and implementation costs. | | | | |
| Engage Greenbelt schools to offer programs in support of their mission. | | | | |
| Provide a GED program to meet the varying skill levels of students. | | | | |
| Prepare for the changes in GED test as it moves to web based format. | | | | |
| Offer tutoring program to Greenbelt families and those in surrounding areas of Prince George's County. | | | | |
| Respond to immediate crises and provide follow-up services to victims of crime and persons encountering the police. | | | | |

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| Evaluate current level of staffing and explore options to develop a clinical supervisor position. | | | | EP |
| Seek funding opportunities to increase a Family Counselor position to full-time. A half-time counselor was increased to ¾ time in FY 2013. | | | | EJ |
| Seek funding opportunities to increase a Vocational and Educational Counselor position to full-time. Position increased to ¾ time in FY 2013. | | | | EP, RR, EJ |
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| ASSISTANCE IN LIVING | | | | |
| Provide information and referral services, public health awareness events and case management services to clients. | | | | RR |
| Reassess programmatic needs for staff. | | | | |
| Reassess program delivery model during staff reduction. | | | | |
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| SERVICE COORDINATION PROGRAM | | | | |
| Provide case management and program connection services to residents. | | | | RR |
| Provide monthly health screenings and lectures. | | | | |
| Provide Quarterly newsletters. | | | | |
| Offer programs to improve the quality of life of Green Ridge House residents. | | | | |
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| RECREATION ADMINISTRATION | | | | |
| If authorized, develop programming and staffing for use of space at the old Greenbelt Middle School. | | | | LM, JD |
| Expand department marketing utilizing social media. | | | | |
| Use the Park Ranger program to place an emphasis on checking park permits and provide environmental programs in parks. | | | | EP |
| Train additional staff on RecTrac as departmental backup. | | | | |
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| RECREATION CENTERS | | | | |
| Evaluate and draft a plan to address security concerns. | | | | |
| Hold "Back to the Rec Center" night at the Springhill Lake Recreation Center. | | | | |
| Undertake Phase II of the renovation of the Springhill Lake Recreation Center which includes roof work and clerestory windows. An application has been filed for a third phase to rebuild the parking lot into a "green" lot. | | | | JD, EJ |

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| Operate the Centers every day of the year. The Youth Center is open Monday through Friday, 3 p.m. until 9:45 p.m., Saturday 9 a.m. until 9:45 p.m., and Sunday, 1 p.m. until 9:45 p.m. The Springhill Lake Recreation Center is open Monday through Friday, 2 p.m. until 9:45 p.m., Saturday, 9 a.m. until 9:45 p.m., and Sunday, 1 p.m. until 9:45 p.m. | | | | |
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| AQUATIC & FITNESS CENTER | | | | |
| Market to local physical therapy and medical therapy offices to utilize late morning and early afternoon periods. | | | | EJ |
| Explore the expansion of the existing swim instruction program to allow for more individualized coaching through the private lessons and adult swimmer workouts. | | | | |
| Conduct an assessment on the Aquatic Center's roof which is 22 years old and the outdoor pool's filter room. | | | | |
| Pursue authorization by the Maryland State Health Department to conduct Certified Pool Operators course. | | | | |
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| COMMUNITY CENTER | | | | |
| Pursue grants to fund care for the historic features of the facility. | | | | RR |
| Implement initial phase of upgrade to heating and cooling system. | | | | JD |
| Promote high quality service and support to all tenants in the facility. | | | | |
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| GREENBELT'S KIDS | | | | |
| Expand programs in the Franklin Park area if city obtains space at the old Greenbelt Middle School. | | | | |
| Restructure Camp Encore to address drop in registration in second session. | | | | |
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| THERAPEUTIC RECREATION | | | | |
| Visit and evaluate senior center to identify programs that might be of interest in Greenbelt. | | | | |
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| FITNESS & LEISURE | | | | |
| Encourage healthy and active living by offering a variety of programs. New ideas to be explored in FY 2014 include an adult volleyball program, Zumba classes and adult archery. | | | | EJ |
| Foster environmental appreciation, enjoyment and stewardship through programming. | | | | RR |

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| ARTS | | | | |
| Expand visual arts programming. | | | | |
| Develop programs that build and support a diverse community. | | | | RR, KH |
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| SPECIAL EVENTS | | | | |
| Offer special events that build on Greenbelt's sense of community. | | | | |

Management Objectives (MBOs)
identified by four or more Council members
January 10, 2014

Implement recommendations from pedestrian-bicycle master plan.

Implement recommendations from the Organizational Assessment.

Implement recommendations of the economic development consultant's study.

Undertake and complete renovations of Greenbelt Theater.

Support County efforts to bring FBI to Greenbelt Metro.

In conjunction with Civic Plus, implement a new website with citizen service request tracking capabilities, agenda preparation tools and a citizen notification system.

Complete Safe Routes to School project on Springhill Drive.

COUNCIL ACTION REQUESTS (CAR) REPORT

January 10, 2014

| NO. | REQUESTED BY | DATE | REQUEST | DUE DATE | REFERRED TO | STATUS/COMMENT (* = COMPLETED) |
|-------------|--------------------|-------|---|----------|-------------|--|
| 2013 | | | | | | |
| 50 | Work Session | 12/11 | Check into NLC waterline insurance program. | 1/30/14 | Mike | |
| 49 | M & C Meeting | 12/9 | Contact Dana Thompson of Gov. O'Malley's office to find out the State's view of possible use of State property for security boundary of FBI Campus. | 1/15/14 | Mike | Email sent 12/18/13. Have also contacted Andy Scott of MDOT. |
| 48 | Legislative Dinner | 12/2 | Draft language to allow Community Center kitchen to be rented. | 3/30/14 | Bob | |
| 46 | M & C Meeting | 10/28 | Draft response to Joe Murray's petition regarding conflict of interest. | 12/30/13 | Bob | Drafted @ 11/21/13. |
| 45 | M & C Meeting | 10/28 | Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue? | 1/31/14 | Celia | |
| 44 | M & C Meeting | 10/28 | Develop policy on use of city property for festivals, gatherings, etc. – fees, set-up, clean-up, scheduling – Refer to PRAB, AAB and PSAC. | 2/28/14 | Julie | |
| 42 | M & C Meeting | 10/14 | Have Green ACES review restoration plan for Greenbriar Park stream. | 12/30/13 | Kenny | Green ACES was briefed early November. Report on Council 1/13/14 Agenda asking for more time. Follow up report has been drafted @1/8/14. |
| 41 | M & C Meeting | 10/14 | Prepare report on conditions and recent history of Greenbriar Park. | 1/30/14 | Kenny | |
| 40 | M & C Meeting | 10/14 | Draft response on Greenbriar Park Stream mitigation proposal – request monitoring beyond 5 years, amphibian study and refer to Green ACES. | 12/30/13 | Terri | No action to date as still in review. |
| 39 | M & C Meeting | 10/14 | Prepare report on pros and cons of city having CB-89 type legislation by 12/30/13. | 12/30/13 | Bob/Mike | Anticipated by 1/24/14. |

| NO. | REQUESTED BY | DATE | REQUEST | DUE DATE | REFERRED TO | STATUS/COMMENT (* = COMPLETED) |
|-----|---------------|-------|---|----------|--------------------------|--|
| 37 | M & C Meeting | 10/14 | Refer to Arts Advisory Board – should tree trunk between GAFC and Community Center be a public art project? | 2/28/14 | Julie | Referred. |
| 35 | M & C Meeting | 8/12 | Designate Green ACES as city's Green Team. | 10/15/13 | Kenny | Green ACES designated 10/22/13. Meeting with UMd students on 10/22/13 to assist in data gathering. |
| 34 | Work Session | 7/15 | Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main? | 12/30/13 | Mike | |
| 31 | Work Session | 7/17 | Prepare report on costs and impacts of cablecasting Council's Wednesday work sessions. | 10/30/13 | Beverly | Sent 1/3/14.* |
| 28 | M & C Meeting | 7/8 | Refer playground surfacing issue to PRAB, PSAC and YAC. | 12/30/13 | Julie/Mary | Referred. PRAB meeting held 11/20/13. 2 nd PRAB Meeting set for 1/15/14. |
| 27 | M & C Meeting | 7/8 | What would be next steps if County proceeds on Sunnyside project? | 9/30/13 | Bob | Met with City Solicitor on 9/11/13. Awaiting response from County Executive from 12/11/13 meeting. |
| 22 | M & C Meeting | 5/28 | Check lighting on Hanover Parkway – south of Greenbelt Road – too dark? | 8/30/13 | Kenny | Staff checking on lighting. |
| 21 | M & C Meeting | 5/28 | Refer Abell petition to PSAC, CRAB and YAC. | 10/30/13 | Mary/David Julie | Sent 7/12/13. CRAB report received 10/28/13. PSAC discussed 9/3/13. |
| 15 | Work Session | 5/8 | "Outreach" program for new residents in South Core when new residents move in. | 6/30/14 | All Depts. | Welcome books and info were provided 9/10/13. |
| 13 | Work Session | 5/1 | Send out report on Visioning to Contribution Groups and solicit feedback. | 7/30/13 | Mike | Summary drafted @ 8/28/13. |
| 12 | M & C Meeting | 4/22 | Review and respond on proposal for campfire ring at Northway Fields. | 6/30/13 | Celia/Julie Kenny/Jim | In study. |
| 10 | Work Session | 4/15 | Develop volunteer brochure similar to Laurel's. | 7/30/13 | Liz | |

| NO. | REQUESTED BY | DATE | REQUEST | DUE DATE | REFERRED TO | STATUS/COMMENT (* = COMPLETED) |
|-------------|---------------|-------|---|----------|--------------|---|
| 9 | M & C Meeting | 4/8 | Refer to APB and PSAC, SCAC's recommendation on additional signage for Police Station. | 8/30/13 | Mary/Celia | APB Report 2013-4 accepted 9/9/13. PSAC Report accepted 10/14/13. Sent to staff for review 11/5/13. |
| 2012 | | | | | | |
| 39 | M & C Meeting | 11/26 | Draft "Rules of Conduct" for Advisory Board/Committee members. | 1/30/13 | Cindy | |
| 34 | Work Session | 9/19 | Develop MOU with GATE re: equipment sharing and operational support; include cost of services. | 1/30/13 | Beverly | GATE to revise following 7/17/13 Work Session. GATE responded 11/21/13. |
| 30 | Work Session | 8/27 | Recheck trash area behind New Deal/Credit Union/Joe's – look for ways to make more attractive – include merchants and Planning Department. (#2009-14) – check screening of dumpsters (CAR 2009-14). | 10/30/12 | Kenny | Discussed @ 10/9/13 Work Session. |
| 23 | Work Session | 8/6 | Determine if Corp. Prop. Tax List can be sorted by sections of the city. | 11/30/12 | Jeff | |
| 17 | Work Session | 7/11 | Compile plan of Forest Preserve and garden plots to show boundaries and overlap, if any. | 9/30/12 | Celia/Lesley | Planning Director met with Garden Club on 6/12/13. Walk of area with FPAB and Garden Club members occurred 7/13/13. Work Session held 9/30/13. Staff set boundaries on 10/14/13 and 10/15/13. |
| 11 | M & C Meeting | 5/14 | Review of City Code for outdated sections including whether bikes need to be registered. | 12/30/12 | Cindy | Looking into full update of Code in FY2014. |
| 8 | M & C Meeting | 3/26 | Ask GreenACES to research and make recommendations on alternative fuel vehicles for City use. | 9/30/12 | Kenny/Luisa | Capt. Schinner met with group on 9/25/12. |
| 5 | M & C Meeting | 3/12 | Refer to P&CD, Rec. Dept., PRAB and YAC – Should there be a dog park in center part of city? Details in meeting minutes. | 10/30/12 | Celia/Julie | Changed due date to October 2012 due to workload. |

| NO. | REQUESTED BY | DATE | REQUEST | DUE DATE | REFERRED TO | STATUS/COMMENT (* = COMPLETED) |
|-------------|---------------|-------|---|----------|-------------|---|
| 4 | M & C Meeting | 1/9 | Refer Sustainable Land Care Policy to ACT, Green ACES, YAC and FPAB for review and comment. | 3/30/12 | Cindy | Referred at 1/13/12. FPAB has reviewed @ 7/19/12. YAC submitted report @ 9/19/12. ACT did detailed review in July and August 2013 and has submitted revised version @ 10/29/13. |
| 2011 | | | | | | |
| 34 | M & C Meeting | 12/12 | Begin work on Southway sign – Replace scratched glass ASAP. | 6/30/12 | Terri | Scratched glass replaced @ 1/6/12. |
| 9 | Work Session | 6/13 | Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC. | 9/30/11 | Mike | Checking power availability at 11 - 13 Courts. |
| 2010 | | | | | | |
| 42 | Work Session | 10/4 | Implement a city employee identification card system. | 4/30/11 | Mary | In development @ 9/1/11. Draft proposal submitted by Human Resources @ 8/20/12. |
| 32 | Mayor Davis | 6/25 | Does city need its own ordinance to limit roadside solicitation per 2008 State law? | 8/30/10 | Bob | City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted. |
| 28 | Work Session | 6/9 | Draft legislation to implement new planning authority (CB-16). | 9/30/10 | Bob | County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12. |
| 16 | Work Session | 4/21 | Develop policy on when city will issue proclamation – Mayor's authority? | 7/30/10 | Cindy | Ms. Davis has reviewed proclamations back to 2000 and working on report. |
| 2009 | | | | | | |
| 37 | Work Session | 10/14 | Council review of financial policies – debt, fraud, investment, etc. | 2/28/10 | Jeff | Draft received 5/5/10. Reviewed and being revised @ 5/17/10. |

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| 22 | Work Session | 7/15 | Establish Task Force to consider GAIL housing options? | 10/30/09 | Liz/Mike | Comm. Resource Advocate attended senior conference in late Sept. and research/ assess market/ options for housing. @ 12/15/10 – looking to meet with some vendors/providers. |
| 11 | M & C Meeting | 4/27 | Should there be benches and trash cans at bus stops on Southway between Ridge & Greenbelt Road? | 9/30/09 | Celia/Kenny | |
| 9 | M & C Meeting | 4/13 | Review Section 11 – 42 of City Code – parking - in light of Bare complaint - amend? | 9/30/09 | Celia | Matter discussed at 2/3/10 Work Session and continuing to be worked. |
| 2006 | | | | | | |
| 58 | M & C Meeting | 9/25 | Should Greenbelt have an Outstanding Business Award? | 3/31/07 | Julie | |
| 1999 | | | | | | |
| 151 | M & C Meeting | 6/21 | Implement memorializing action steps - Ordinance, Wall and Task Force. | | David | Budgeted in FY 2011. |